

MAY 2020

Position Description

Position Title: BHF Operations Crew

Position Number: #1075

Reporting to: BHF Team Leader (#1074)

Annual Salary: \$97,400

Location: Geraldton

PURPOSE

To provide operational services for the Bulk Handling Facility (BHF), including the train unloader, truck unloader, Berth 4 Shiploader, Berth 5 Shiploader and associated infrastructure.

ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
OPERATIONAL SERVICES	<ul style="list-style-type: none">Unloading trains and loading of vessels;Operating the multi user truck unloader;Washdowns;Waste Management;Housekeeping / plant cleanliness;Conduct inspections and running checks of conveyors and associated equipment;Maintenance of ship loading equipment;
COMMUNICATION	<ul style="list-style-type: none">Building Professional RelationshipsInternal and External CommunicationsHigh Level Service and Support
ADMINISTRATION	<ul style="list-style-type: none">Procurement of Goods and ServicesRecord Keeping and System AdministrationReporting and Auditing
COMPLIANCE	<ul style="list-style-type: none">Abide by MWPA Policy, Procedure and Relevant Legislation

LICENCES

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- C driver's licence

DESIRABLE

- MR driver's licence;
- Skidsteer loader licence;
- Forklift licence; and
- Working at Heights.

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Highly motivated self-starter who is able to work with minimal supervision;
- Previous experience in operational mining or port environment;
- Demonstrated understanding of safety practises and legislation;
- Demonstrated time management skills with ability to manage concurrent priorities;
- Ability to build strong professional relationships across a multi-faceted organisation; and
- Sound computer skills in Microsoft Word, Excel, Outlook and database systems.

PERSONAL ATTRIBUTES

MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

SPECIAL CONDITIONS

REQUIRED

- May be required to work outside normal business hours in a continuous roster pattern;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- Ability to travel interstate and intrastate as required;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to the Port Level of Authority Policy No. 21 (as amended from time to time) (Authority Policy). The Authority Policy prevails to the extent of any inconsistency with this Position Description.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

DATE

Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE